



Deputy Commissioner of the Revenue

Department: Commissioner of Revenue

EEO Code: 21

Class Code: 1547

FLSA: E

Effective: 01/02/1993

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in managing, directing and coordinating operations of the Business License, Business Personal Property and State Income Tax sections; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Manages, directs and coordinates the operations of the Business License, Business Personal Property and State Income Tax sections; ensures that business personal property and machinery and tool assessments are completed and billed per deadlines; assists taxpayers in filing business licenses, personal property, state income tax returns and relief for the elderly; supervises the work completed by Field Auditors; assists in daily operations of each section during peak work load periods; handles difficult and complex tax questions and problems; supervises and coordinates records retention and disposal in compliance with State code regulations; coordinates annual revision of tax forms and related materials; maintains statistics for office processes and generates statistical reports as needed; assesses local impact of proposed legislation; trains, schedules and appraises performance of employees; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of federal, state and local tax laws, ordinances and regulations; of current personnel supervisory principles and practices; of electronic data processing.

Considerable skill in communicating effectively with taxpayers; in classifying, preparing and auditing returns for business personal property, State income and tax relief for the elderly; in training employees.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree in business, accounting or related field and four years of experience in classifying and processing business personal property and state income taxes; two years of which are in a supervisory capacity; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
